

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Records Center

DATE: 12 July 1968

FROM : Asst. Chief, Engineering

SUBJECT: Request for Vehicle Justification

1. In order to provide the proper support for your activity it is felt your unit should have a vehicle (or vehicles) assigned directly to you. Attached to this memorandum is a short summary of vehicle use by your unit for the past six months. This summary is intended to assist you in preparing a written justification.

2. It is requested that you prepare a written justification for the vehicle (or vehicles) required and submit it at your earliest convenience. This office will add comments and data in an effort to increase the Station Vehicle Allowance and provide a vehicle for your unit.



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